

GENERAL CUSTODIAN POSITION DESCRIPTION

General Statement of Duties:

The General Custodian is responsible for the general maintenance and sanitation of City Hall, the Police Department and the Library.

Distinguishing Features of the Position:

This position requires flexibility in skill sets, job assignment and applied time. This position is appointed by and reports to the City Administrator.

Examples of work (illustrative only):

Sanitation

- Removing of trash from assigned buildings on a set schedule
- Cleaning of floors through vacuuming and mopping on a regular basis.
- Shampooing of carpets or heavy scrubbing/stripping and polishing of floors will be scheduled from time to time.
- Cleaning windows on a set schedule.
- Cleaning toilets, sinks, and urinals on a daily basis
- Sanitizing common surfaces like counter tops daily.
- Dusting frequently, including the tops of appliances, shelves, air vents, exhaust fans, light fixtures and more.
- On a pre-arranged schedule with the occupant; deep cleaning offices including the moving of furniture, files, boxes and more
- Scheduling wiping of walls, doors and more.
- Order and restock cleaning supplies, stock sanitary supplies, replace hand towels, toilet paper as needed and replenish air fresheners.

Required Knowledge, Skills, and Abilities:

- General knowledge of chemical handling and safety
- Knowledge on the use of custodial equipment like, but not limited to mops, floor scrubbers, carpet shampooers, vacuums, and dusters:

Job standards (acceptable experience, training and education):

- Due to the access to the Police Station, the ability to pass a basic criminal background check and drug screen is required. Adherence to confidentiality is mandatory. Length of time since and nature of any previous conviction shall be considered when determining eligibility.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is moderately noisy.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to use hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee is required to walk and communicate. The employee may be required to lift, pull and/or move 50 pounds occasionally. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Selection guidelines:

Formal applications, rating of education and experience and interview and reference check.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description for the General Custodian does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Approved by Finance & Labor Relations 10-08-2020

Amended by Finance & Labor Relations 04-08-2021 and approved by Common Council 04-13-2021

By signing this document, I acknowledge that I fully understand my job duties and will carry them out as assigned.

Print Name: _____

Signature: _____

Date: _____